

# Occupancy Permit Application

Borough of Wilkinsburg  
605 Ross Avenue  
Pittsburgh, PA 15221  
412-244-2923



## OCCUPANCY PERMIT APPLICATION FORM

In accordance with Chapter 188 of Borough Code of Ordinances

**TYPE OF REGISTRATION:**  CHANGE OF TENANT  CHANGE OF OWNERSHIP

Use:  Commercial  Residential:  Single Family  Duplex  Other \_\_\_\_\_

**(Note: Each unit in a multi-dwelling building needs their own individual permit)**

Property Address \_\_\_\_\_ Lot & Block \_\_\_\_\_

Parcel Number \_\_\_\_\_ Total Number of Units per Parcel \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Owner's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

Emergency/Realtor/Property Manager Contact (over 6 units required) \_\_\_\_\_

Emergency/Property Manager Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone-Work \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Prospective Tenant** Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ Number of Occupants \_\_\_\_\_

### Fee:

**Residential (per unit)** **\$60.00**

**Commercial** **\$125.00**

Please print clearly. Illegible and incomplete forms will not be accepted. Please remit payment with this application. For Corporations, a form of identification of an authorized officer of the company, or copy of a written agreement of the corporation's registered agent is required.

### Applicant Signature

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Permit Number \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

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Violations discovered during a requested Occupancy Permit inspection may not disqualify the unit from occupancy consideration but will result in a Notice of Violation being issued to the owner and further follow-up to ensure that the deficiencies have been corrected.

Prior to application submission all utilities shall be on and in working order, all required smoke detection shall be installed and in working order. The inspection will be held to the standards of the International Property Maintenance Code as adopted by the Borough of Wilkinsburg.

## TYPICAL APARTMENT INSPECTION ITEMS

The Inspection Staff will be checking for the following items (not limited to) prior to issuance of a Certificate of Occupancy for Rental:

- Apartment unit/ numbers shall be posted on the door or entry area of the unit for proper identification.
- Smoke detectors shall be installed inside every bedroom, in the hallway/vicinity of the bedroom areas, and on each level of the unit including basement level. All existing smoke detectors shall be in proper working order or replaced. Smoke detectors shall be installed on highest ceiling surface or wall nearest ceiling surface but not within 4" of the adjacent wall or ceiling surface to provide proper clearance for sensor. LACK OF WORKING SMOKE DETECTORS WILL NOT PERMIT OCCUPANCY ALL SMOKE DETECTORS MUST BE IN COMPLIANCE
- Carbon monoxide detectors shall be installed in the hallway/vicinity of the bedroom areas of dwelling units which have *fuel-fired* appliances installed and in dwelling units that have attached garages.
- Electrical receptacles located (REQUIRED) in all bathrooms (including light fixtures/cabinets), laundry areas within 6' of wash basin/sink, ALL kitchen countertop areas, garages nearest water source or garage door, and ALL on the exterior of the house including detached garages/sheds shall be GFCI protected receptacles. GFCI protection can be at the receptacle or service panel.
- All electrical wiring shall be properly connected and secured, with all connections enclosed within junction or receptacle boxes. Electrical wiring shall have no visible splices or open wiring including visible wire cut connections.
- Interior and exterior handrails shall be on at least one side of stairways having four or more steps.
- Interior and exterior guards (railings) shall be on both sides, with no large open area, on elevated walking surfaces greater than 30" above floor/ground surface below. This includes basement stairways with open sides, and exterior walking surfaces elevated from ground surface below such as entry ways, patios and sidewalks.
- Porches, decks, balconies and stairs in good repair and properly secured with minimum W' galvanized bolts/lag screws at all deck-to-post connections, railing supports, and ledger board connections. Two bolts, one on top of each other at each deck-to-post connection, and at least one 1/2" galvanized fastener for each joist cavity at the ledger board against the house.

# Occupancy Permit Application

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- Egress doors {main entry door and second egress) must be readily operable from inside without the need for keys, special knowledge or effort and must be side-hinged.
- Sash locking devices on windows within 6 feet above walking surface or ground level in rental dwellings. All bedroom windows shall have screens.
- Walls between attached garage & living area shall be not less than 1/2" gypsum board or equivalent and all penetrations sealed.
- Ceilings in attached garages with living space located above shall be fire rated 5/8" Type X drywall or equivalent and all penetrations sealed. Garage door openers shall be plugged directly into a receptacle vs. use of extension cord.
- Doors between attached garages and living areas/utility areas that can allow fire/smoke travel shall be minimum 1-3/8" solid wood, steel honeycomb or other 20-minute fire rated door. Doors shall close properly without force.
- Relief valve installed on hot water tank with 1" discharge pipe that exits within 6" of the floor.
- Clothes dryer exhaust duct vented directly to the outdoors with metallic material only in accordance with manufacturer's installation instructions. All connections shall be made either with clamps or listed metallic tape. General purpose duct tape is not allowed.
- No visible damage to exterior siding/doors/windows/roof that may allow weather infiltration or rodent infestation. All doors and windows shall be intact and secure.

*The inspector will also check for visible safety hazards and violations not listed above.*

## TYPICAL ONE TO THREE UNIT INSPECTION ITEMS

The Inspection Staff will be checking for the following items (not limited to) prior to issuance of a Certificate of Occupancy:

- Address numbers shall be posted and, *visible* from the street-side of the house and shall contrast with the back-ground color.
- Smoke detectors shall be installed *inside every bedroom, in the hallway/vicinity of the bedroom areas, and on each level of the house including basement level.* All existing smoke detectors shall be in proper working order or replaced. Smoke detectors shall be installed on highest ceiling surface or wall nearest ceiling surface but not within 4" of the adjacent wall or ceiling surface to provide proper clearance for sensor. LACK OF WORKING SMOKE DECTORS WILL NOT PERMIT OCCUPANCY ALL SMOKE DECTORS MUST BE INCOMPLINACE

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- Carbon monoxide detectors shall be installed in the hallway/vicinity of the bedroom areas of dwelling units which have *fuel-fired* appliances installed and in dwelling units that have attached garages.
- Electrical receptacles located in all bathrooms (required, including light fixtures/cabinets), laundry areas within 6' of wash basin/sink, ALL kitchen countertop areas, garages nearest water source or garage door, and ALL on the exterior of the house including detached garages/sheds shall be GFCI protected receptacles. GFCI protection can be at the receptacle or service panel.
- All electrical wiring shall be properly connected and secured, with all connections enclosed within junction or receptacle boxes. Electrical wiring shall have no visible splices or open wiring including visible wire cut connections.
- Interior and exterior handrails shall be on at least one side of stairways having four or more steps.
- Interior and exterior guards (railings) shall be on both sides, with no large open area, on elevated walking surfaces greater than 30' (thirty inches) above the floor/ground surface below. This includes basement stairways with open sides, and exterior walking surfaces elevated from ground surface below such as entry ways, patios and sidewalks.
- Porches, decks, balconies and stairs in good repair and properly secured with minimum 3" galvanized bolts/lag screws at all deck-to-post connections, railing supports, and ledger board connections. Two bolts, one top of each other at each deck-to-post connection, and at least one 12" galvanized fastener for each joist cavity at the ledger board against the house.
- Egress doors (main entry and second egress door) must be readily operable from inside without the need for keys, special knowledge or effort and must be side-hinged.
- Sash locking devices on windows within 6 feet above walking surface or ground level in rental dwellings. All bedroom windows shall have screens.
- Walls between attached garage & living area shall be not less than 1/2" gypsum board or equivalent and all penetrations sealed.
- Ceilings in attached garages with living space located above shall be fire rated 5/8" Type X drywall or equivalent and all penetrations sealed. Garage door openers shall be plugged directly into a receptacle vs. use of extension cord.
- Doors between attached garages and living areas/utility areas that can allow fire/smoke travel shall be minimum 1-3/8" solid wood, steel honeycomb or other 20-minute fire rated door. Doors shall close properly without force.
- No openings/registers in heating ducts from habitable space into the garage.
- Relief valve installed on hot water tank with 1" discharge pipe that exits within 6" of the floor.
- Clothes dryer exhaust duct vented directly to the outdoors within accordance with manufacturer's installation instructions. All connections shall be made either with clamps or listed metallic tape.

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General purpose duct tape is not allowed.

- No visible damage to exterior siding/doors/windows/roof that may allow weather infiltration or rodent infestation. All doors and windows shall be intact and secure.

*The inspector will also check for visible safety hazards and violations not listed above.*